

City of Milpitas Planning Division

455 E. Calaveras Blvd., Milpitas, CA 95035
Telephone: 408-586-3279 • Fax: 408-586-3293

Check Sheet for Telecommunications Antenna Applications

Project: _____ **Date:** _____

Applicant Please Note: State law allows the City 30 days to determine the completeness of an application once it has been submitted. **If you have any questions, please call the Planning Staff at 408-586-3279.**

- Private Job Development Authorization Form, completed, signed, and Deposit* of \$1,000 for Use Permit
- Filing Fee* of \$250 for "S" Zone Amendment Application
- Planning and Zoning Application, completed and signed
- NPDES Permit Impervious Surfaces Data Form, completed and signed
- Plans: Eight (8) sets of 24 in. x 36 in. prints and one set 8 1/2 in. x 14 in. prints.

Plans must include the following (*Please see back of this sheet for details*):

- Site Plan and Vicinity Map
- Architectural Elevations
- Detail of antenna(s), monopole(s) and support equipment
- Roof Plan, if applicable
- Landscape plan, if applicable
- 35 sets — collated, stapled and folded to 8 1/2 x 11 in. — size of the following:
 - Plans, 11 in. x 17 in. size (see above and back of this sheet for details)
 - Letter of explanation regarding proposal
 - Telecommunications Questionnaire, completed
 - Copy of FCC license
 - Provider's build-out map showing all sites existing and anticipated within Milpitas
 - Photosimulations of antenna(s) as viewed from at least three surrounding view points, including worst case vantage points, and showing existing and proposed views
 - List of all sites that were investigated for a particulate search ring and the reasons why they were discarded. Include names and phone numbers of persons contacted regarding potential sites.
 - Power Density Study
- Current Title Report (not more than 90 days old), if locating equipment or structures on the ground.
- Accurate List of Property Owners, Residential Renters (See *Procedure for Notice of Public Hearing*)
- Affidavit of Notification and Mailing, completed and signed
- One Set of Stamped, Addressed Business Size Envelopes (See *Procedure for Notice of Public Hearing*)
- Other Supporting documentation as may be deemed necessary, as determined by City staff to approve the application. This may include an Environmental Information Form, and/or other materials.

*Please make separate checks, payable to "City of Milpitas."

PLN-Telecom Application Check Sheet; 02/03

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I. SITE PLAN shall be drawn to scale and shall include a graphic scale and the following:

1. Subject property, abutting street(s) and nearest intersection. All property lines to include dimensions.
2. Location of existing on-site driveways, buildings and other structures.
3. All existing public improvements, such as: curbs, gutters, sidewalks, street trees, electroliers, fire hydrants, utility poles, junction boxes, transformers, median islands, sewer or storm manholes, mail boxes, etc.
4. Location of proposed antennas, monopoles, support equipment and other structures.
5. Existing and proposed grading plan (when grade differential exceeds 18 inches), if applicable.
6. Existing tree survey, indicating trees to be retained and those to be removed. Include trunk circumference of all trees. If there are no existing trees on-site, indicate this in a note on the landscape plan.
7. Summary of the total square footage of proposed impervious surfaces (buildings, paving, patios) on the site.

II. ARCHITECTURAL ELEVATIONS shall be drawn to scale and shall include:

1. Notes describing the antenna installation on buildings, monopoles, etc. Include description of materials, colors and design used on the buildings (roof, walls, glass, etc.).
2. Details of roof screens (or other antenna screening mechanisms) and fencing/walls for screening of ground-mounted equipment and cabinets/structures, including notes indicating materials, colors, design and dimensions.
3. Roof plan (roof overhangs, antennas and support equipment, etc.)
4. Roof cross section (to illustrate height and location of antennas and their support equipment in relation to building parapet or roof screen).

III. LANDSCAPE PLAN:

A landscape plan indicating the location, types, sizes and quantities of trees, shrubs and ground cover, as well as the total square footage of proposed new or rehabilitated landscaping. The plan must also indicate tree size in 5 years and at maturity, as well as number of years to maturity. An irrigation plan, although required as a part of the landscape areas, is not required to be reviewed by the Planning Commission.

IV. FOR YOUR INFORMATION:

1. Telecommunications antenna projects require review by the Milpitas Telecommunications Commission and Planning Commission. Subsequent to Planning Commission approval, applicant must work with the Milpitas Building Division regarding building permits for equipment installation. Contact that Division at (408) 586-3240 for information regarding the building permit plan check process.
 2. The Milpitas Fire Dept. requires that, when there is a fire alarm at a building/site where antennas are located, the antenna site automatically shuts down, until there is an "all clear" code transmitted. The Fire Department will work with the applicant during the site plan check process to arrive at a satisfactory arrangement. Fire Department contact is Albert Zamora (408) 586-3371.
 3. It is the City's expectation that the wireless carrier will remove obsolete towers, monopoles and antennas when no longer in use.
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